



Republic of the Philippines  
**DEPARTMENT OF NATIONAL DEFENSE**  
**OFFICE OF CIVIL DEFENSE VII**

GCCC, BGen Benito N. Ebuena Airbase, Sangi Road, Brgy. Pajo, Lapu-Lapu City  
 Tel. Nos. (032) 410-6451, 410-6452, 253-8730

**PURCHASE ORDER**

**OFFICE OF CIVIL DEFENSE RO VII**

**Entity Name**

Supplier: <b>HAGNAYA BEACH RESORT &amp; RESTAURANT</b> Address: Brgy. Hagnaya, San Remigio, Cebu TIN: 162-377-746-000	P.O. No: 2021-05-001 Date: 05/27/2021 Mode of Procurement: <u>53.10</u>
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Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : HAGNAYA BEACH RESORT & RESTAURANT Date of Delivery : May 31, 2021 - June 01-05, 2021	Delivery Term : _____ Payment Term : 15 days from received of SOA
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	Provision of Meals, Snacks, Venue and Accommodations for the conduct of 4-Day Rapid Damage Assessment and Needs Analysis (RDANA) Training Course for selected LGUs of Cebu Province on May 31, 2021 - June 01-05, 2021  <b>AGREEMENT as follows:</b>  <b>1. HAGNAYA BEACH RESORT &amp; RESTAURANT shall allow OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII the use of meeting/conference facilities and provide meals, snacks and hotel accommodation for the participants/guest, instructors of 4-Day Rapid Damage Assessment and Needs Analysis (RDANA) Training Course on May 31, 2021 - June 01-05, 2021:</b> <b>2. Rooms' accommodation with complimentary breakfast for the following:</b> <b>40 pax (20 twin sharing-Separate Beds)-Participants/Guest</b> <ul style="list-style-type: none"> <li>• Check in on 01 June 2021 at 2PM</li> <li>• Check out on 04 June 2021 at 12:00 PM</li> </ul> <b>8 pax (4 twin sharing-Separate Beds)-Instructor/Facilitators</b> <ul style="list-style-type: none"> <li>• Check in on 31 May 2021 at 2PM</li> <li>• Check out on 05 June 2021 at 12:00 PM</li> </ul> <b>3. Requirements for restaurant or events venue must be able to provide meals for the participants/guest, instructors and secretariat:</b> <ul style="list-style-type: none"> <li>• June 01-04, 2021: AM, PM Snacks and</li> </ul>	1	211,200.00	211,200.00

- Lunch, 48 pax
  - June 01-03, 2021: Dinner, 48 pax
  - June 02-04, 2021: Complimentary buffet breakfast, 48 pax
  - June 01 & 5, 2021: Complimentary buffet breakfast, 8 pax
  - May 31, 2021: Dinner, 8 pax
  - June 3, 2021: PM Snacks & Dinner, Add. 10 pax
  - June 4, 2021: AM & Lunch Add. 10 pax
4. Rooms' accommodation with complimentary breakfast for the instructors, secretariat and participants.
  5. Hotel must be able to adjust to the abrupt changes in the number of hotel rooms and conference rooms needed for the event.
  6. Room must provide each person complimentary two (2) bottles of mineral water replenished daily including complete toiletries.
  7. Provision of well-ventilated and air-conditioned function room for six (6) days and must be big enough to accommodate 48 people. Provision of one (1) projector with screen, sound system with three (3) microphones, four (4) round tables for ten (10) pax, one (1) whiteboard, two (2) instructors and secretariat tables (rectangular), Philippine Flag, and with proper lighting conducive for conference.
  8. Must have sufficient power outlets and extension wires for laptops, printer and other equipment.
  9. Must have strong WIFI connection with speed of 6 to 12 mbps for every participant both in the venue and the rooms.
  10. Provide free parking spaces for fifteen (15) vehicles for the whole duration of the activity.
  11. Hotel security must be present during the whole duration of the activity.
  12. Lunch and dinner must be in assisted buffet set-up. Minimum of two (2) dishes, with rice, dessert, and beverage.
  13. Meals must be balanced with a variety of fish, vegetables, pork, chicken, beef, and dietary flexibility for participants with allergy and non-pork eaters
  14. Must have free flowing coffee and tea during the duration of the conference
  15. Must provide water station inside the function room.
  16. Must be at least one (1) kilometer away from "Funeral Home"
  17. The End-User (OCD) will strictly

observe and comply the safety protocols being implemented by the Hotel inside the premises the entire duration of event.

18. The payment due to the **HAGNAYA BEACH RESORT & RESTAURANT** shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;

19. **HAGNAYA BEACH RESORT & RESTAURANT** agreed a Send Bill Policy in the payment of services

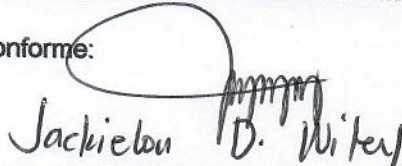
20. Both parties shall not be liable for failure to comply with this agreement due to force majeure including but not limited to labor disputes, natural disaster, or other causes beyond the control of both parties.

**(Total Amount in Words): Two Hundred Eleven Thousand Two Hundred Pesos Only.**

**Php211,200.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

  
Jackiebon B. Witey

**HAGNAYA BEACH RESORT & RESTAURANT**

Signature over Printed Name of Supplier

5/27/2021

Date

Very truly yours,



**DIR. MARLOU L. SALAZAR**

Signature over Printed Name of Authorized Official

Regional Director, OCD7

Designation

Fund Cluster : \_\_\_\_\_

Fund Available: \_\_\_\_\_

  
**DIANE M. TRUZ**

Signature over Printed Name of Special Disbursing Officer  
Accounting Division/Unit

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS : \_\_\_\_\_

Amount : \_\_\_\_\_